SCI-Diabetes
Starter guide

For NHS Grampian Users

Developed by

Robert O'Donnell
Dr Sam Philip

NHSG SCI-Diabetes Support
Andrea Salvona / Robert O'Donnell
Email: andrea.salvona@nhs.net
Tel: 01224 558606

Introduction 3

Initial Set up 5

Navigating SCI-Diabetes: An Overview 6

Viewing individual patient records 8

Setting Favourites: using the favourites menu 9

Viewing medication items 10

Data entry in specialist modules 11

Excluding incorrect items from SCI-Diabetes 13

Further Help 14

Recommendations for Favourites list 15

Introduction

SCI-Diabetes is the new national diabetes system which brings together all the SCI-DC diabetes applications (SCI-DC Network and SCI-DC Clinical) into one modern integrated system.

SCI-Diabetes will allow for a greater range of information to be held within a fully integrated diabetes patient record and will serve as a useful tool that will help all healthcare professionals deliver the best level of care possible to people with diabetes.

What Is New In SCI-Diabetes?

- Real-time data update – data entered in SCI-Diabetes can be viewed by other users immediately.
- Possible to exclude individual erroneous data items.
- Expanded clinical dataset – more items are available to view and it is possible to input more detailed clinical comments.
- There are new dedicated modules for Paediatrics, Dietetics, foot ulcer management.
- Option to add specific screens to favourite menu list so that users can customise SCI-Diabetes according to their own needs.
- Automatic password reset – no need to contact helpdesk.
- National system – patient information can be transferred between different regions as required.

ACCESSING SCI-DIABETES

In order to access SCI-Diabetes users should access the GP Portal from the intranet homepage and within the results section click on the link for SCI-Diabetes.

The URL for the live site is: https://sci-diabetes.mhs.scot.nhs.uk/sci-diabetes

IMPORTANT POINTS TO NOTE

- SCI-Diabetes is optimised for use with Microsoft Internet Explorer 8 and a high screen resolution.
- You should set your user options when you first login to the system.
- You should set pages as favourites to help you navigate the system (see page 9 for how to do this and page 15 for recommendations on pages to include on your favourite list).
- Visit the SCI-Diabetes section on the NHS Grampian Diabetes MCN website (www.diabetes.nhsgrampian.org) for further user guides, information and video demonstrations.

Initial Set up

SETTING USER OPTIONS AND RECOMMENDED SETTINGS

SCI-Diabetes allows you to configure a number of options and to personalise the system based on your individual needs and preferences.

In order to change your user options select **change user options** from the **user options** menu on the horizontal menu bar.

You can choose your default population and main menu screen **(we recommend search for a patient record or population overview).**

You can choose whether to always pre-populate a form e.g. DSN or Foot Screening form or to never pre-populate a form **(we recommend always pre-populate).**

You can choose to extend the login timeout feature **(we recommend 90 minutes)**, the number of rows to display by default on patient search screens **(we recommend 60)** and the skin configuration for SCI-Diabetes **(we recommend original NHS blue).**

You can also choose whether to be prompted about contact management **(we recommend choosing contact prompt not required if you regularly enter data, for example foot screening forms)** and you can pre-select your default speciality.

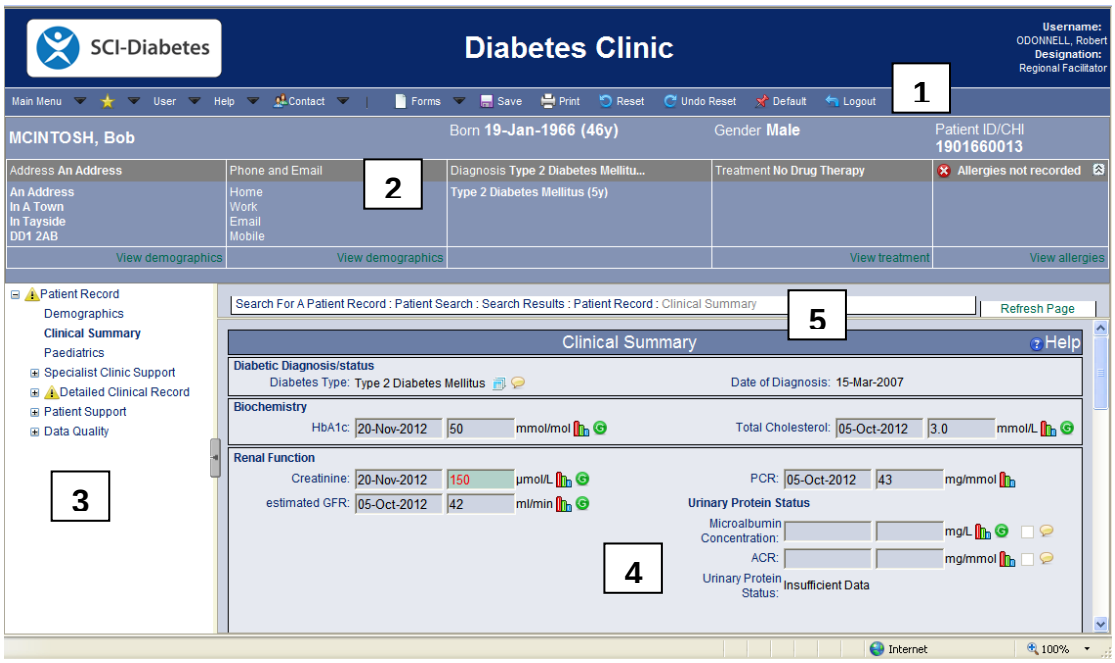
SCI-Diabetes is optimised for use with **Microsoft Internet Explorer 8** and we suggest using a **high screen resolution** (1280 x 1024 or 1024 x 768). If you use an older internet browser, or a lower screen resolution, you may experience an impact in terms of system performance with regards to speed and icon appearance when accessing SCI-Diabetes.

Navigating SCI-Diabetes: An Overview

NAVIGATING SCI-DIABETES

SCI-Diabetes might look slightly different from SCI-DC Network but many of the same features are still available within the new system and the favourites menu will allow you to quickly and easily navigate around the system.

We strongly recommend when you first login to SCI-Diabetes to take a little time to familiarise yourself with the system and set your favourite pages (you can change these at anytime but this will greatly help you navigate the system).



1) Horizontal Menu Options

Includes main menu option that lets you navigate around the main sections of SCI-Diabetes, the favourites icon which lets you choose and access your favourite screens in one click and the option to quickly access data entry forms such as the foot screening or DSN form. The option to save and print is also accessible via the horizontal menu bar.

2) Patient Status Bar

The patient status bar only appears when you have selected an individual record and it is minimised by default but it can be expanded to reveal additional information such as patient contact details, type of diabetes, treatment and allergies.

3) Vertical Menu Options
The left hand menu is patient focused and will allow you to navigate through the detailed clinical record for the patient. You can also access specialist areas such as paediatric, dietetic, ophthalmology and podiatry screens. Of course you can use the favourites option to provide a quick shortcut to these screens!

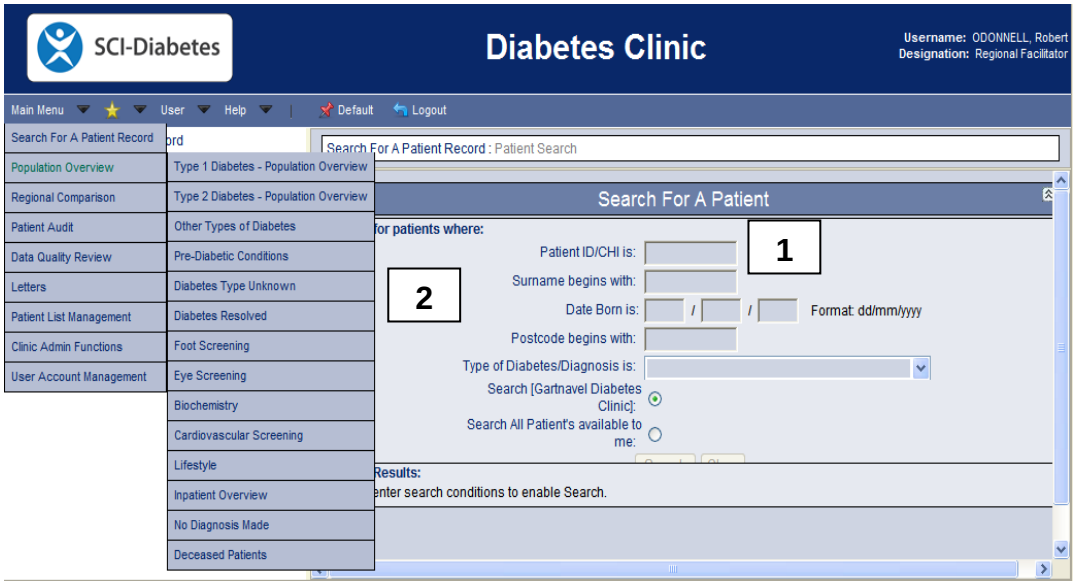
4) Main Viewing Area
The main viewing area will display the information and from here you can access a range of additional options (such as viewing historical and graphical information of elements like blood pressure or enter foot screening result information).

5) Breadcrumb Trail

As you navigate through SCI-Diabetes a breadcrumb trail will appear under the patient status bar and at the top of the main viewing area. You can click on any earlier link within the breadcrumb trail to go directly to that particular section.

Viewing individual patient records

Selecting a Patient Record To View In SCI-Diabetes



1) Patient Search Screen
To view a patient record in SCI-Diabetes you can search for a patient via the patient search screen (you can search by patient CHI, surname, date of birth, postcode or type of diabetes).

2) Patient Population List
Alternatively you can search one of the patient population overview lists to find a patient, for instance all people with type 1 diabetes registered at your practice or all people with type 2 diabetes registered at your clinic.

A list of records will be displayed in the main viewing area and you select the individual record you wish to view.

Setting Favourites: using the favourites menu

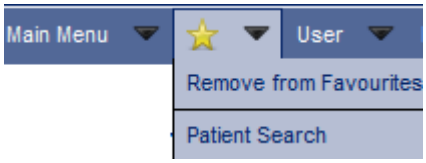
In SCI-Diabetes you have the option to select favourite pages. This will allow you to quickly and easily navigate the system.

- When you select a patient record all screens selected as a 'favourite' will be available.
- When you access the 'Favourites' menu, out with a patient record, the only favourite options available will be those that are of an administrative nature.

How to Set A Page As A 'Favourite' Page

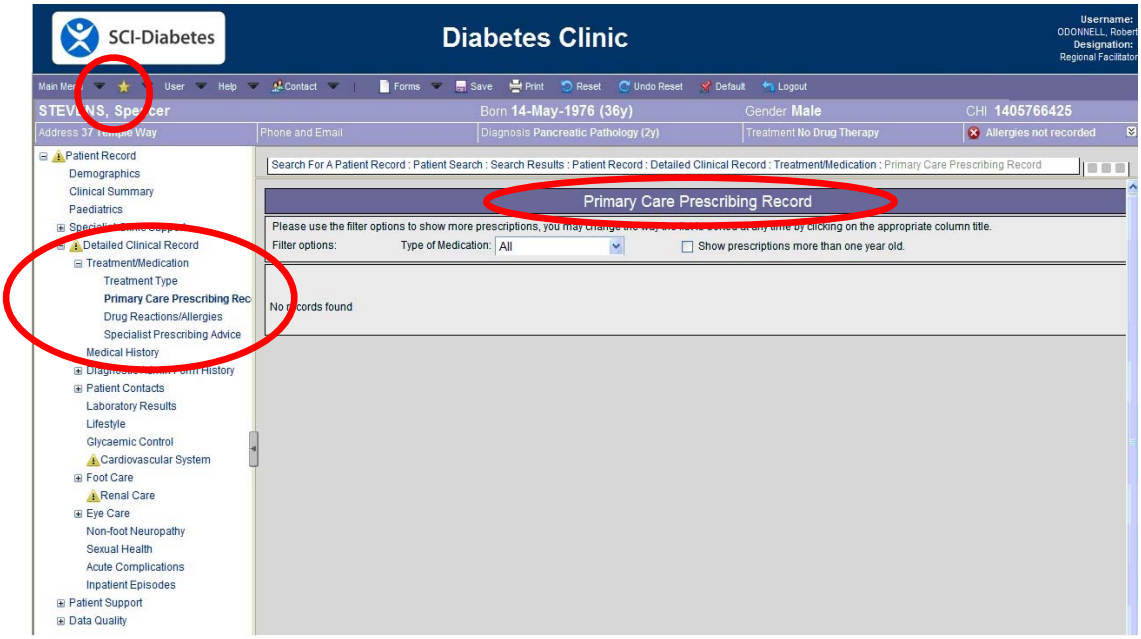
You need to navigate to the required screen, click on the *Favourites Menu from the horizontal toolbar and select "**Add to Favourites**". The system will acknowledge your request and display a message as shown below;

When you access a screen that forms part of your Favourites Menu the menu will not have a selectable option to "Add to Favourites" it will be replaced with an option to "Remove from Favourites" as shown below;



We would recommend that you take a little time when you first access the system to setup some 'favourite' pages. We have made some suggestions for 'favourite' page configurations at the end of this guide.

Viewing medication items



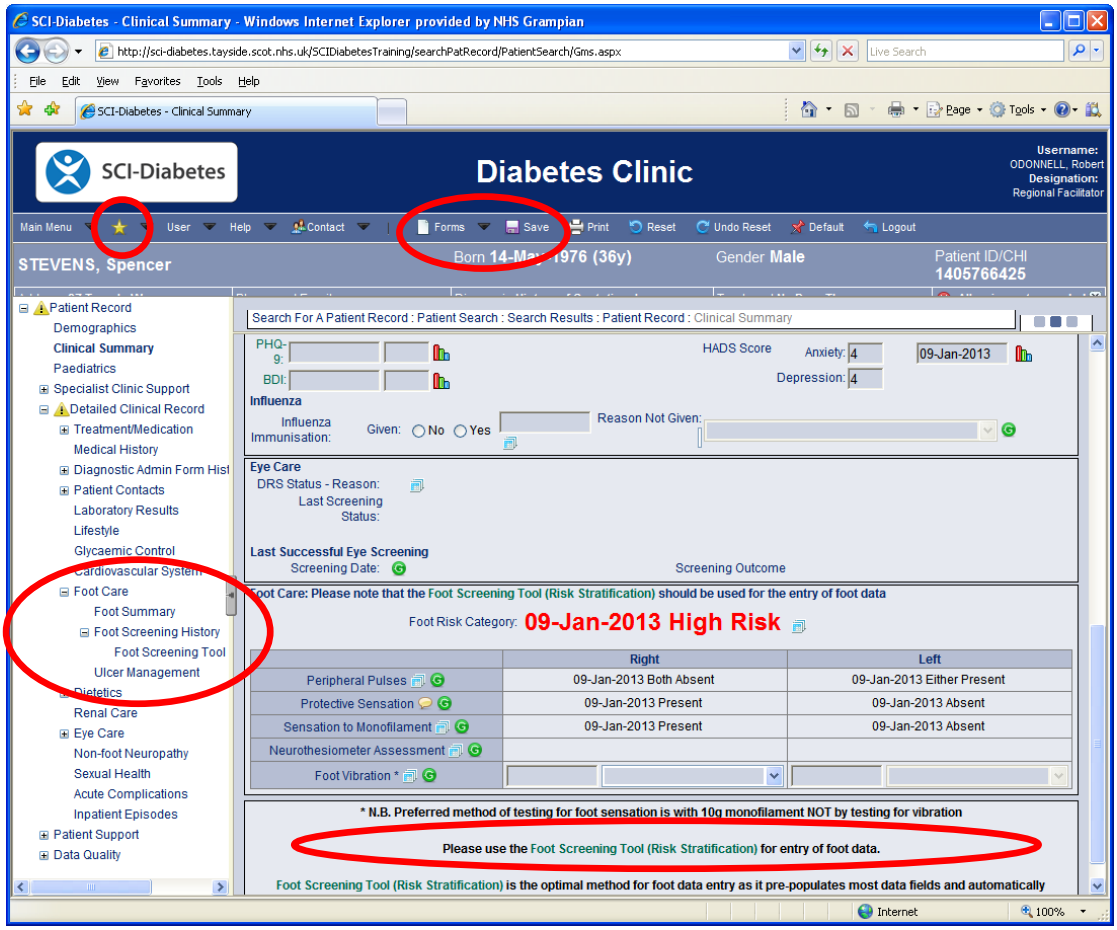
To view medication items within SCI-Diabetes you should navigate to the treatment / medication section available within the detailed clinical record.

The primary care prescribing record screen will show all medication items prescribed in the last 12 months to the person with diabetes but you can easily see prescriptions more than 12 months old by simply ticking the box on the screen. (We would recommend that users in secondary care add this screen as one of their favourites).

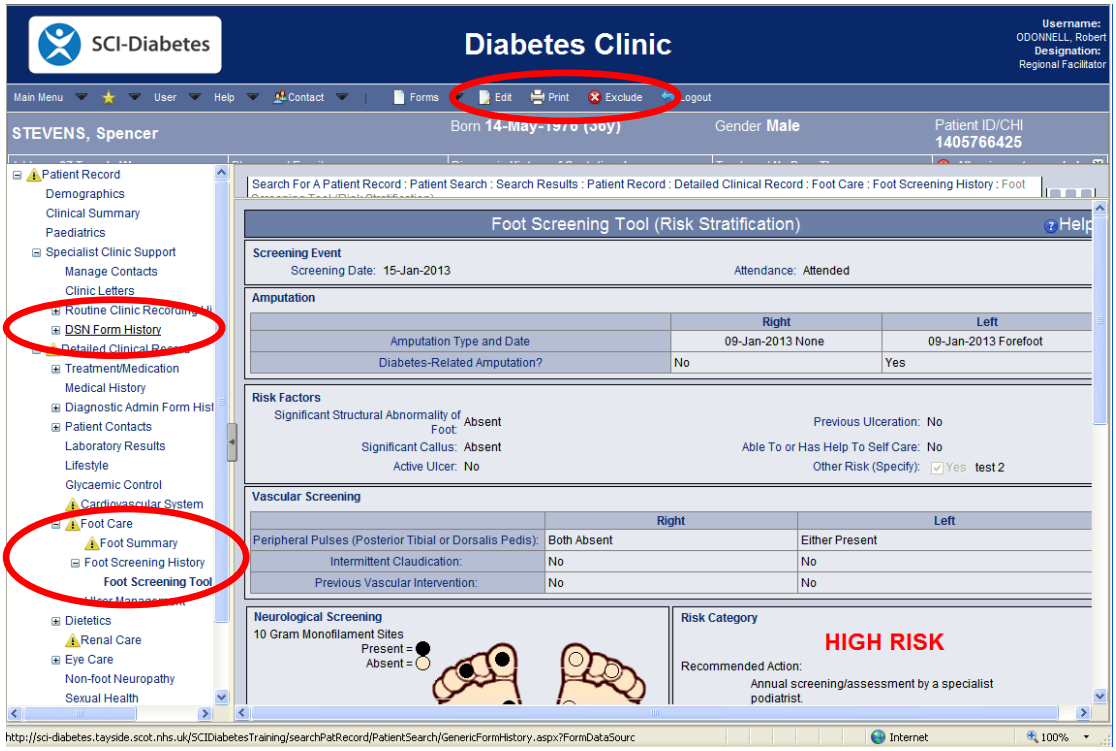
Data entry in specialist modules

Entering Data Via A Foot Screening Or DSN Form

To enter data for a foot screening assessment or DSN form you should select the appropriate patient record and then choose either the foot screening tool or DSN form from the horizontal menu bar (or from your favourite shortcut menu if you have chosen this as a favourite).



Once you have entered all of the required information you should save the form via the save option on the horizontal menu bar. If you have entered information or made changes, and try to leave the screen without saving, then a warning message will appear.



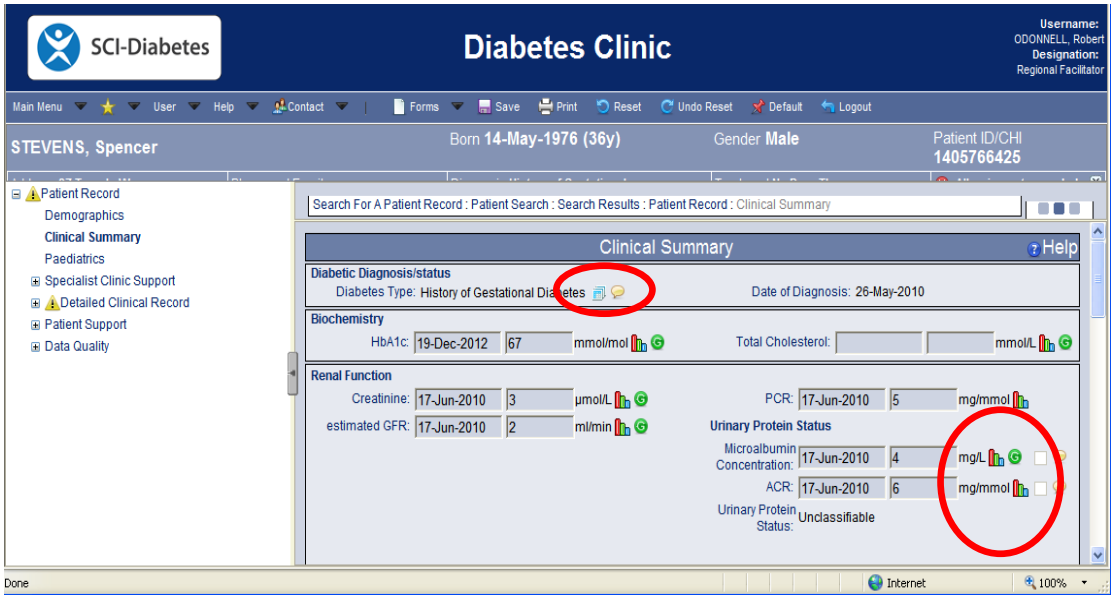
If you want to print the form you have just entered (either foot screening or DSN form) you can click print from the horizontal menu bar after you have clicked save.

Alternatively, you can print any foot screening form via the foot care section from the detailed clinical record (do not forget you can add this foot screening history page to your favourites shortcut menu!)

You can also print any DSN form via the DSN Form History section of the specialist clinical record.

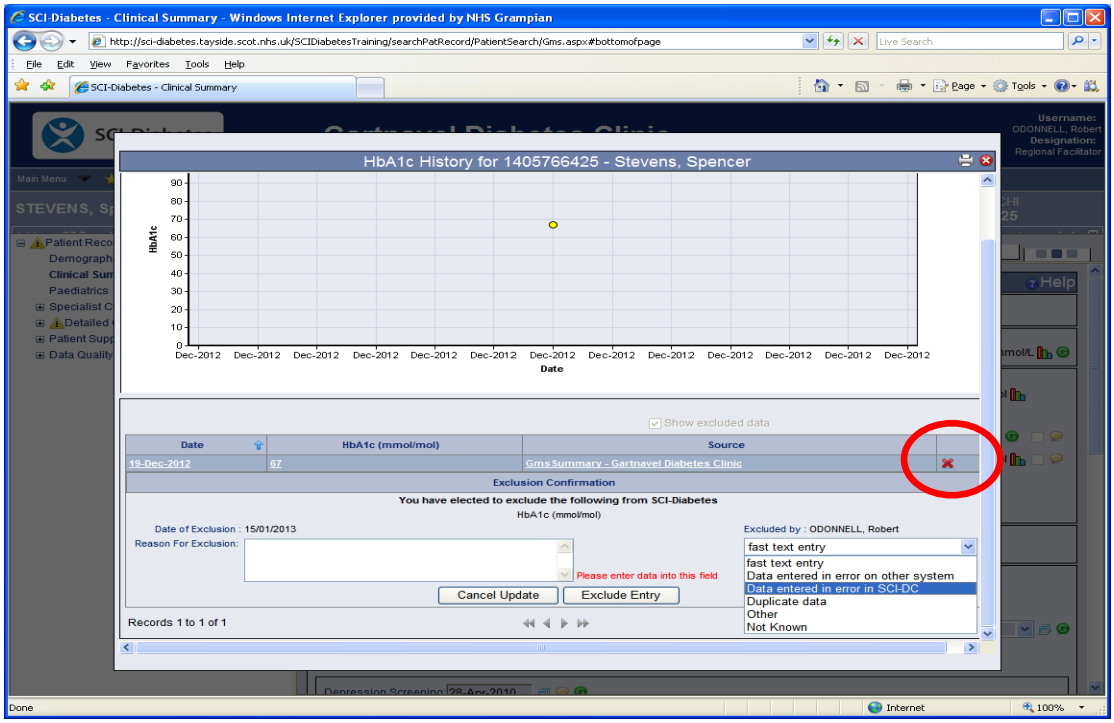
You will also have the option to edit or exclude a saved form via the edit and exclude options available on the horizontal menu bar.

Excluding incorrect items from SCI-Diabetes



SCI-Diabetes allows users to easily exclude erroneous data items for instance an incorrect type of diabetes or an incorrect blood pressure recording.

To exclude an erroneous item you should select the history or graph icon next to the item you wish to exclude. A pop-up screen will show listing all results for the element you have selected and at the end of each row there will be a cross. In order to exclude the item you simply need to click on the cross, choose a reason for the exclusion and then click exclude entry.



Further Help

If you need any further help with any aspect of SCI-Diabetes then please consult the following options:

- **NHSG SCI-Diabetes Support Team**

If you have any problems, queries or wish to report a fault with SCI-Diabetes please contact either Robert O'Donnell or Andrea Salvona in the MCN Office for further help.

Andrea Salvona (Account creation + log-in issues)
Email: andrea.salvona@nhs.net
Tel: 01224 558606

Robert O'Donnell
Email: rodonnell@nhs.net
Tel: 01224 555861

- **SCI-Diabetes section on Diabetes MCN website**

Visit the NHS Grampian Diabetes MCN website (www.diabetes.nhsgrampian.org) and choose the SCI-Diabetes section from the left-hand menu – this area will feature more detailed user guides and additional help materials.

- **SCI-Diabetes FAQ page**

www.sci-diabetes.scot.nhs.uk/?page_id=10#training

Recommendations for Favourites list

The following are pages we would recommend you store as favourites, but you are free naturally to choose your own.

We have listed the name of the individual page and the section it is found within below and we recommend using your favourite page list to navigate SCI-Diabetes.

Doctor / DSN / Practice Nurse

- **Patient Search** (Search For Patient Record)
- **Clinical Summary** (Patient Record)
- **Treatment Type** (Detailed Clinical Record: Treatment + Medication)
- **Primary Care Prescribing Record** (Detailed Clinical Record: Treatment + Medication)
- **Medical History** (Detailed Clinical Record)
- **DSN Form History** (Specialist Clinic Record)
- **Foot Screening History** (Detailed Clinical Record: Foot Care)
- **Patient Diary** (Detailed Clinical Record: Patient Contacts)
- **Clinical Comment Record** (Detailed Clinical Record: Patient Contacts)
- **Eye Summary** (Detailed Clinical Record: Eye Care)

Retinal Screener

- **Patient Search** (Search For Patient Record)
- **Clinical Summary** (Patient Record)
- **Medical History** (Detailed Clinical Record)
- **Foot Screening** History (Detailed Clinical Record: Foot Care)
- **Eye Summary** (Detailed Clinical Record: Eye Care)

Podiatrist

- **Patient Search** (Search For Patient Record)
- **Clinical Summary** (Patient Record)
- **Treatment Type** (Detailed Clinical Record: Treatment + Medication)
- **Primary Care Prescribing Record** (Detailed Clinical Record: Treatment + Medication)
- **Medical History** (Detailed Clinical Record)
- **Foot Screening History** (Detailed Clinical Record: Foot Care)
- **Clinical Comment Record** (Detailed Clinical Record: Patient Contacts)

Practice Administrators

- **Current Retinal Screening Patients** (Diabetes Retinal Screening)
- **Suspended Retinal Screening Patients** (Diabetes Retinal Screening)
- **Eye Screening** (Population Overview)
- **Foot Screening** (Population Overview)